

MONROE COUNTY

JOB DESCRIPTION

Position Title: COORDINATOR COMMUNICATIONS

Date: 08/21/98

Position Level: 8

FLSA Status: Nonexempt

Class Code: 8-29

GENERAL DESCRIPTION

Installation, component-level repair, maintenance and replacement of a wide variety of electronic equipment. Programming and testing radios using laptop computers. Has lead responsibilities and handles the most complex and technical situations.

KEY RESPONSIBILITIES

1. * Maintenance and component-level repair of major brand communications equipment.
2. * Maintenance and component-level repair of transmitter sites.
3. * Maintenance and component-level repair of Satellite Receiver sites.
4. Maintenance and repair on NTRC lines.
5. * Complete paper work on all jobs.
6. Train and oversee other Communication Technicians.
7. Maintenance and component-level repair of pagers.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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| Position Title: COORD, COMMUNICATIONS | Class Code: 8-29 | Position Level: 8 |
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| KEY JOB REQUIREMENTS | |
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| <i>Education:</i> | Vocational or Technical School required. |
| <i>Experience:</i> | 3 to 5 years. |
| <i>Impact of Actions:</i> | Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department. |
| <i>Complexity:</i> | Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues. |
| <i>Decision Making:</i> | Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions. |
| <i>Communication with Others:</i> | Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information. |
| <i>Managerial Skills:</i> | Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis. |
| <i>Working Conditions/Physical Effort:</i> | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. |
| <i>On Call Requirements:</i> | On call 24 hours pending disasters. |

| APPROVALS | |
|------------------------------|------------------------------|
| <i>Department Head:</i> | |
| Name: _____ | Signature: _____ Date: _____ |
| <i>Division Director:</i> | |
| Name: _____ | Signature: _____ Date: _____ |
| <i>County Administrator:</i> | |
| Name: _____ | Signature: _____ Date: _____ |

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____